

Minimum Qualification Specifications
for the Classes:

CHIEF CLERK I (BOARD OR COMMISSION)
[CHIEF CLERK I (BOARD OR COMM)]
CHIEF CLERK II (BOARD OR COMMISSION)
[CHIEF CLERK II (BOARD OR COMM)]

Basic Education/Experience Requirements:

Graduation from high school, or equivalent, with satisfactory completion of courses which provided knowledge of English grammar, spelling, punctuation, word usage and sentence construction, and demonstrated a high degree of verbal skill. Excess experience as described below or other work experience which demonstrated the knowledge and abilities described in this paragraph may be substituted for education on a year-for-year basis.

Experience Requirements:

In addition to the above, applicants must have had progressively responsible experience of the kind and quality described and in the amounts specified below, or any other equivalent combination of training and experience.

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Specialized Experience: Responsible work experience which involved receiving, maintaining, and preparing documents, files, or records for hearings, meetings, conferences, or other proceedings for a board, commission, or other entity. The experience must include reviewing documents for conformance with laws, rules, and/or other requirements; person-to-person contacts to explain legal, regulatory, procedural and other requirements; typing documents using a computer and word processing software and/or typewriter; and demonstrate knowledge of office practices and procedures, filing methods and systems, and the ability to carry out procedures in clerical work systems, operate various kinds of office equipment, and type a variety of documents in proper format and in accordance with established procedures.

Supervisory Aptitude: For positions that supervise, applicants must demonstrate supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by

serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Successful completion of a substantially full-time clerical/office support curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in business English, clerical/office procedures, and word processing/typing may be substituted for the required Specialized Experience on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of experience, up to a maximum of one (1) year of experience.
2. Education in a baccalaureate program at an accredited college or university may be substituted for the Specialized Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of one (1) year of experience.
3. Successful completion of a substantially full-time legal secretarial curriculum leading to a degree, diploma, or a certificate at an accredited community college, business or technical school which included course work in legal documents preparation, legal terminology, and legal office practices and procedures may be substituted for the Specialized Experience on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of experience, up to a maximum of one (1) year of experience.
4. Training received in an accredited Legal Assistant training program which included course work that provided knowledge of legal documents preparation, legal terminology and legal office practices and procedures may be substituted for the Specialized Experience on the basis of fifteen (15) semester credits of satisfactorily completed course work for six (6) months of experience up to a maximum of one (1) year of experience.

Skilled Typing Requirement:

Applicants must be able to type accurately, using a typewriter or word processor, at the rate of 40 net words per minute.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes, CHIEF CLERK I (BOARD OR COMMISSION) [CHIEF CLERK I (BOARD OR COMM)] and CHIEF CLERK II (BOARD OR COMMISSION) [CHIEF CLERK II (BOARD OR COMM)], which were approved on March 10, 2010.

DATE APPROVED: MAY 05 2011



for SUNSHINE P.W. TOPPING
Director of Human Resources Development